

# NEVADA

# Connections

*Produced by Community College Southern Nevada to connect resources for Nevada's adult workforce*

Volume 7 Number 2

August 2001

**Special  
Issue!  
Mini-  
Grant  
Reports**

## Corrections as Camelot! Who would have thought?

Angela Stack (775/273-1300, ext. 390; [ajstack@gbis.com](mailto:ajstack@gbis.com)) received a mini-grant to fund lighting and other non-consumables to be used in producing *Camelot* at the Lovelock Correctional Center. This was the prison's third production — *A Christmas Carol* and the *Wizard of Oz* were done, in one inmate's words "with next to no resources." This grant, combined with a grant from the Nevada State Arts Council, "allowed us to show what we can do given adequate resources, time,

and space."

Angela measured the effect of the project through testing. Perhaps just as telling were the inmates' views of what they learned, not just as individuals, but also as part of a team as well. Some examples, in their own words:

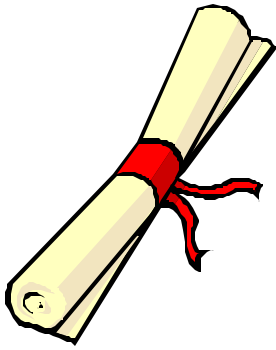
- I was scary because my English speak level was really low. My pronunciation was terrible and the nervousism was killing me. Once I started to practice I was losing my fear little by little ... people said that I did good, so I feel proud of myself ... I learned a lot of beautiful things, a lot of English words and the most important thing that passed to me was that I recuperated the confidence over me.
- I realized that I'm a major part of something good and kept reminding myself that it will work if I just continue to be positive instead of negative.
- To experience the logical order of beginning, middle, and end that came from our efforts was inspirational ... this was a team effort and we worked hard as a group both physically and mentally.
- I learned that "I" is not as important as "we" ... there have been so few times in my life that I have been part of a team.
- I learn things I never knew I could do ... I learned to get along as one and work with other people ... I never wanted to work with so many people but once I did I think it's great.
- I found I can work with assistants ... It may in fact lead, in conjunction with some family contacts, to a post-release career in set design and production for me.

Angela presented the project at the Correctional Education Association Conference in Scottsdale last month, and said she would be "glad to share videos and information about the making of *Camelot* with any Nevada literacy program."



# Tuition Credit Award Program

—Rossana Soltani, Great Basin College, 775/623-1811, [soltani@m-art.com](mailto:soltani@m-art.com)



The goal of this grant was to provide a short, basic, one-credit course on computers for the non-technical student. The project was completed in the fall of 2000; twelve students participated, all successfully completing the program and each receiving one college credit. A final essay was due at the end of the course, as was a CASAS post-test with the ESL program. The students' ages ranged from early 20's to mid 40's and their ability to understand English varied from very basic to advanced.

All sessions (two hours/week for 10 weeks) were held in the computer lab at the Winnemucca branch campus. Great Basin College instructor Amy Nicholson taught the class. She was assisted by a computer lab technician and ESL tutors Idoya Bagan, Nadine Raynor, and Geri DeMattei. The computer programs used were WordPerfect 8, WordPad, and Paint. In addition, Internet applications were taught using GBC home page, askjeeves.com, jigzone.com, and yahoo.com. Each session included time for students to work on their final essays.

A typical session included:

- Terms, overview of the desktop and mouse
- Clip-art, change size of fonts, typing and spell check
- Cut and paste, save, print, open and retrieve a file
- Internet, opening and sending e-mails to and from classmates
- Final essay using font, bold, cut and paste, spell check, spacing and formatting a document.

The first few weeks were challenging. Students went from holding the mouse with two fingers (as if the mouse were alive and would bite them) to racing towards the computer lab when told they could warm up for ½ hour before class began. In just a few weeks the students advanced from requiring the most basic instructions (e.g., "Hit Click!") to experimenting and questioning the capabilities of a PC and loaded applications.

Each Thursday morning, most of the students arrived at least a half-hour before class and stayed at least one hour after class. All were very interested in what the computer could do and the speed at which they acquired the basic skills for its use.

Reaction from both students and the faculty has been one of pride. The students learned to start a computer, use a word processor program, play games, and access the Internet. Many students reported that their new skills enabled them to assist their children with their schoolwork. Other students indicated that fear of computers in the work place was significantly diminished.

One of the objectives of the program was to motivate the students for more college courses by granting college credit for the computer class. Students did indeed evidence much interest in pursuing continuing education in various fields. One student inquired about taking a basic math class at the college. Other students expressed interest in more computer classes. Yet another student wanted to take the medical terminology class.

Subsequent to the class, a number of students purchased their first home personal computer and accessed the Internet.

**Overall, Jobs requiring some postsecondary training will increase nearly twice as fast as those that require a high school diploma or less will. —Workforce Economics Trends, July 2000**

## "What Matters Most" – Franklin Covey Time Management Workshop

*Editor's note: Lynn Christofferson (Pershing County Reading Center), Ronna Timpa (Catholic Charities of Southern Nevada), and Teri Zutter (Western Nevada Community College) attended this workshop through mini-grant funding. All three highly recommend it for others. Based on what they learned, Lynn and Teri have used it for internal staff training and Lynn has done a goal-planning lesson with an intermediate ESL class. Here is a compilation of their reports. —SY*



*Ronna Timpa: "I now have a set of written goals in my Franklin Planner and each day I do one thing to get closer to accomplishing these goals."*

About ten minutes into the Franklin Covey Workshop, I knew I would walk out with the "What, Why and How" to increase my personal and professional productivity.

I learned that the basic element of time is "an event" and the key to managing time is "event control." If we control our events effectively, this will lead to greater productivity and inner peace! We were all given a Franklin Planner and taught how to prioritize our tasks. We practiced the decision making process of what is important and what can wait until tomorrow or next week. "What Matters Most" was the recurring theme.

We also worked on discovering our governing values, roles and mission.

Our governing values are our highest priorities. Our roles equate to our key relationships and responsibilities and our mission is our own unique purpose in life. Values are WHY we do something, goals are WHAT we do and the plan is the HOW we do it. All three are central to efficient time management.

Once you have figured out your unique values, roles and mission, you can figure out "what matters most" and begin developing long-range and short-range plans in order to reach your goals. If you don't have long-range and short-range plans, you will never reach your goals. Robert J. McKain says, "A major part of successful living lies in the ability to put first things first. Indeed the reason most major goals are not achieved is that we spend our time doing second things first."

Some examples of those tools from Teri: "I changed my day timer system as a result of the training. I am learning to get rid of unwanted little pieces of paper that clutter my desk."

All three ladies report the workshop had an energizing effect and highly recommend it to others.



*Lynn Christofferson: "This workshop has given me some simple and easy tools to help me be more productive in both my personal and professional life."*

*Teri Zutter: "I stole a quote from Aristotle who did not attend the workshop but was represented there: 'We are what we repeatedly do. Excellence, then, is not an act, but a habit.'"*



## *Connecting resources for Nevada's adult workforce*

### Mini-grant \$\$\$ available for 2001-2002

Leadership Activity funds are again available to adult educators who work in an established Nevada program for adults who do not have a high school diploma. This year the committee will look at applications each month, beginning in September and continuing as long as budgeted funds are available. Applications received by the last Friday of each month will be reviewed during the following month. There are two "pots" of money:

#### Practitioners

Up to \$1,000 is available for each mini-grant, which must address one of the following:

1. Integrating technology into the classroom
2. Family literacy projects
3. A research project geared toward analyzing or improving student outcomes. These "research" mini-grants may include a stipend in addition to actual expenses.

#### Administrators

Mini-grants for administrative and management training are also available up to \$500 each to fund site visits and self-directed study or training in program management and administration.

These funds will be administered through the Community College of Southern Nevada. Applications will be available by September 1<sup>st</sup>. To receive an application:

- Leave a message at 702.651.4974 and an application will be mailed or faxed to you.
- Download an application from [www.literacynet.org/nvadulted/minigrants](http://www.literacynet.org/nvadulted/minigrants).
- E-mail a message to [syank@ix.netcom.com](mailto:syank@ix.netcom.com) and a WORD file will be e-mailed back to you.

Be sure to request an application at least two weeks before the monthly deadlines. Questions? Contact Sharyn Yanoshak, 702.253.6280.